

<b>8.4</b>	<b>ENERGY CONSERVATION</b>
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<b>Applies to:</b> Management, Staff, Volunteers, Visitors
<b>Specific responsibility:</b> Staff

<b>Version:</b> 1
<b>Date approved:</b> 5.8.2014
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

### **POLICY STATEMENT**

HECIS aims to ensure responsible use of energy throughout its operations through:

- creating a culture where the need for energy conservation awareness is understood and acted on by management, staff, volunteers and visitors.
- ensuring energy efficiency and conservation in the operation and maintenance of its current facilities and in the course of any renovations or building work
- conserving natural resources wherever possible by recycling, reusing, and thoughtful purchasing.
- working with suppliers who offer environmentally sound products/ services

HECIS will select renewable energy sources wherever feasible.

### **PROCEDURES**

#### **Involving individuals**

HECIS will develop clear guidelines for staff, volunteers and service users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.

HECIS will ensure that all staff, volunteers, service users and contractors are informed about the need for, and benefits of energy conservation.

All staff, volunteers, and service users and will be encouraged and expected to adopt energy conservation procedures and will be made aware of ways their individual efforts can help e.g.:

- closing doors and windows when heating/cooling systems are operating
- turning off lights, window air conditioning units and computers when not in use and at the end of each day.

#### **Heating and cooling**

HECIS shall make every reasonable effort to ensure that indoor air temperature settings achieve energy savings while providing adequate working conditions for building occupants and visitors.

Building users should not tamper with thermostat settings and are expected to dress appropriately for the season to minimise the need for heating and cooling.

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When buildings are unoccupied, heating, ventilation and air conditioning systems shall be set to achieve the greatest energy savings possible.

While buildings are being heated or cooled, doors and windows shall remain closed and as secure as possible to prevent loss of conditioned air.

### **Purchasing**

Energy efficient (e.g. star-rated) electrical products should be purchased wherever possible.

Recyclable/ reusable products should also be purchased to reduce disposal costs.

### **Contractors**

HECIS will include environmental performance in its criteria for selection of suppliers and contractors.

### **Computers and electrical appliances**

Energy/ power settings on computers and other electronic office equipment are to be set to maximise energy savings/ go into sleep mode when not in use.

Computers and other electronic office equipment, as well as window air conditioning units (where applicable), shall be turned off when not in use and at the end of the day.

Refrigerators, microwaves and coffee makers consume large amounts of energy. Staff and volunteers should not bring in their own appliances, but use those provided by the organisation.

### **Lighting**

Lights shall be turned off when not in use, when leaving a room unoccupied and at the end of the day.

Energy-saving lighting is to be fitted wherever possible.

Artificial lighting is to be used only when daylight is insufficient to perform the task at hand, or safety would be compromised without artificial lighting.

### **Water**

Water is to be used sparingly. Taps shall be turned off after each use.

Cold water shall be used whenever possible, unless sanitary or other special requirements necessitate the use of hot water.

Dual flush toilets, water-efficient showerheads and taps shall be installed whenever possible.

### **Energy auditing**

HECIS will conduct regular energy management audits to assess compliance with this policy, report results in its annual report and elsewhere as appropriate, and continually strive to improve its energy conservation performance.

## **DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	
Forms, record keeping or other organisational documents	

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<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	HECIS Co-Ordinator	Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	4.8.16	HECIS CoOrdinator	Aug 2017
3	15.8.17	HECIS CoOrdinator	Aug 2018
4	6.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

**INDEXING**

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